

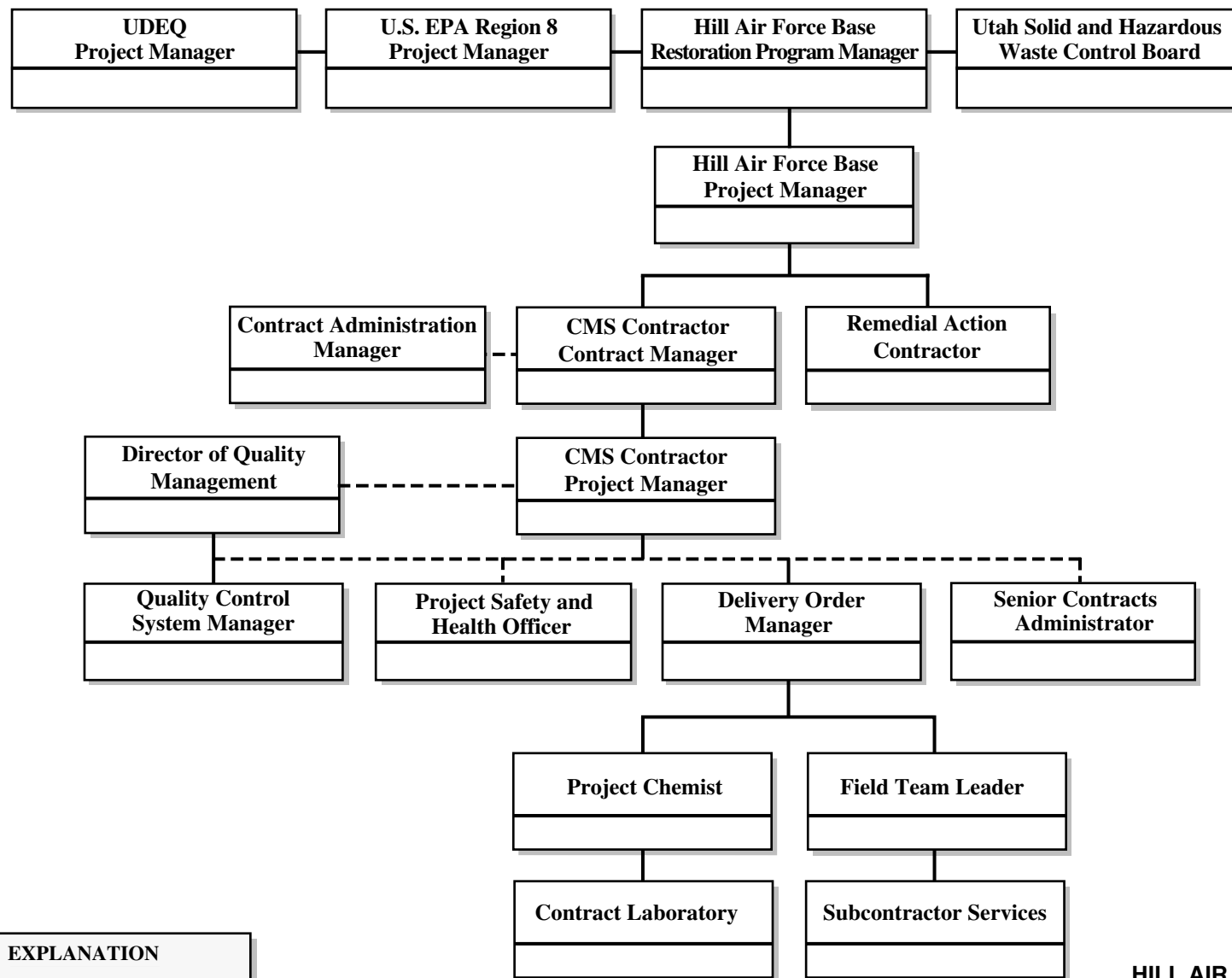
2.0 PROJECT ORGANIZATION AND RESPONSIBILITY

2.0.0.1. Project organization and responsibility shall be defined in the project-specific work plans. This discussion shall identify those individuals or organizations participating in the project and define their specific roles and responsibilities. The principal data users, the decision-makers, the project quality assurance manager, and persons responsible for project implementation shall be identified. This section shall include a description of each key participant with an emphasis on the authority of the key personnel to initiate and approve corrective actions, including regulatory agency representatives.

2.0.0.2. The following elements shall be included in the project organization section:

- **Management Responsibilities.** All individuals that have responsibility for the performance of a specific task or project shall be identified and their responsibilities defined, including Hill AFB project managers, regulatory agency project managers, and contractors.
- **Quality Assurance Responsibilities.** The responsibilities of all QA personnel involved in a specific project shall be defined. Individuals responsible for data validation, data assessment, and internal and system performance audits shall also be identified.
- **Field/Construction Responsibilities.** The responsibilities of field/construction personnel shall be described, including those individuals responsible for identifying and documenting non-conformances and corrective action.
- **Subcontractor Responsibilities.** All contractors and subcontractors shall be identified and the scope of their performance in the project shall be clearly defined. Subcontractors proposed to provide backup services shall also be identified.

- **Laboratory Responsibilities.** Laboratory responsibilities shall be defined, including the scope of services to be provided by the laboratory and personnel that will have specific duties associated with the project or task (laboratory project manager, laboratory QA officer, and sample custodian). The location of the laboratory shall also be identified.
- **Project Organization Chart.** An organizational chart that depicts the relationship and lines of communication between all project participants including Regulatory Agencies, Hill AFB, Prime Contractors and Subcontractors and the organization chart shall identify any subcontractor relationships relevant to data collection. An example of an organizational chart is shown in Figure 2-1.
- **Special Training Requirements/Certification.** Qualifications and training requirements are specific to the project type, the contractor(s) who are providing services, and the types of services or specific trade that are provided. Any specialized training or certification required to complete a task for a specific project shall be identified and described in this section. How the training shall also be provided shall be described (as applicable).
- **Resumes of key project personnel** shall be included at the end of this section or as an appendix to the project-specific work plan to demonstrate that the individuals have the skill set necessary to complete specific tasks.



EXPLANATION

- Line of authority
- - - Line of communication

**HILL AIR FORCE BASE, UTAH
EXAMPLE
ORGANIZATION CHART
FIGURE 2-1**